

STATE OF ARKANSAS
SNAP-ON CONTRACT USER INSTRUCTIONS

SCOPE: This is a cooperative contract for Snap-On hand and power tools and accessories made available at discounted pricing to registered & approved State agencies and political subdivisions.

REGISTRATION: Follow the link below to the Snap-On landing page to register your agency and receive contract discount pricing. You should be able to view contract discount pricing and place orders after your account has been processed. Processing usually takes 1 to 3 days after registration. A Snap-On representative will contact you when your account is ready to use.

http://www1.snapon.com/Industrial/Government_Military/Stateofarkansas.html

PAYMENT: A state or local government issued P-card is the preferred method of payment.

For state agency use: When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$10,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

Agencies with approved accounts may use a purchase order and will be billed at contract discount pricing. **State agencies must show Arkansas Contract #4600025566 and NASPO #SW818 on purchase order in order to receive the discount.**

ORDERING PROCEDURES: Purchase requests may be submitted online or by phone or fax.

For purchasing assistance or to place orders contact:

Richard Coldwell
877-740-1900 ex 8679
Richard.I.coldwell@snapon.com

Snap-On Customer Service
Phone: 877-740-1900
Fax: 877-740-1880
indcswo@snapon.com

ADDITIONAL CONTACTS:

Bobby Draper: Snap-on National Contract Manager: Phone 985-807-3111
robert.l.draper@snapon.com

State of Arkansas contact:

John Leverett

DFA-Office of State Procurement , Main: (501) 324-9316, Fax: (501) 324-9311
Direct: (501) 683-2222, Email: john.leverett@dfa.arkansas.gov